

18 April 1978

MEMORANDUM FOR: All Office Directors

FROM : Associate Director-Substantive Support, NFAC

SUBJECT : Assistant Presidential Briefing Coordinators

1. Based on an impressive list of nominees submitted by various Office Directors, a plan has been implemented to assign analysts on a rotating basis to work with the Presidential Briefing Coordinator. The assignments will be about six weeks to two months in length with individual tour lengths negotiated by the Office concerned and the Presidential Briefing Coordinator.

2. The DCI sees this program as a means for him to get to know junior analysts better and for them to get a better sense of the utility of their professional work. Consequently we will rotate the assignments among several offices in the NFAC.

3. The first four analysts to participate in this program are   
  
(OSR). Other analysts who have expressed an interest in this assignment will be contacted in the summer to arrange assignments beginning next fall.

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4. The overall outstanding credentials of the nominees were impressive and were credits to the Office Directors who volunteered to give up the services of some of their top talent in order to provide this professionally broadening experience to their people.



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17 April 1978

MEMORANDUM FOR: Associate Director-Substantive Support, NFAC  
FROM : Presidential Briefing Coordinator

Attached is a memorandum that I request you sign. After you sign it, I will distribute it to Office Directors and to each of the analysts who volunteered for the program.



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Attachment:  
Memo for Signature